

Directions on Requesting Your Transcripts

*** If you would like a letter of recommendation sent with your transcripts, please turn it in the Mrs. Druecke BEFORE you request your transcripts. ***

1. Go to www.parchment.com OR follow the link on the high school website. Go to the Counseling & Career Center tab, select the College Planning page and you will find the link on the right hand column- Request WHS Transcripts.
2. Click the green Sign Up Now button.
3. Enter your information and click the green Sign Up bottom.
 - Write down the email and password- you will need this in the future!
4. Click the blue + to add the school you attended. You will add Winneconne High School and select search. Click the add button to select WHS.
5. Fill out the enrollment information and provide your consent/request.
6. You are ready to order your transcripts!
 - If you are prompted to provide more information, it is not required.
7. Click the blue ORDER box. You will now select the destination you want your transcript sent to. Remember, you are searching and then clicking the blue select box.
8. Typically you will select send now from the drop down box. Select hold for grades if you are sending your FINAL transcript at the end of the year and grades haven't posted yet.
9. Click the green Save & Continue box at the bottom to proceed to payment.
10. Provide your electronic signature and type your name to authorize the release of your transcript information.
11. You will need a credit card to provide payment of \$3.58.

Please note that your request will be sent to us electronically. It may take a day or two to process. If you want us to attach a letter of recommendation to your transcripts, you must give those to Mrs. Druecke BEFORE you request your transcripts. If we are not aware that you want those attached, the transcript may be sent by itself.

(Not the end of the world...you can always send one yourself)